



National Association of Activity Professionals
Email: Office@naap.info
Website: www.naap.info

NAAP Awards Nomination Form For ALL CATEGORIES

Name of Nominee: _____
Address of Nominee: _____
City, State, Zip Code: _____
Phone # of Nominee: _____
E-mail of Nominee: _____
Facility/Employer: _____
Name of Category: _____
Name of Nominator: _____
Address of Nominator: _____
City, State, Zip Code: _____
Phone # of Nominator: _____
Email of Nominator: _____

PLEASE NOTE: In addition to this Nomination Form, one (1) NAAP Awards Recommendation Form must be completed and attached to support this nomination along with two (2) letters of recommendation from professional colleagues (can include administrator). For the Administrator nominee category, the two (2) letters of recommendation must be from the Activity Professional or another colleague at the Administrator's facility. **DO NOT include identifying information within the Awards Recommendation Forms or letters, or they may be disqualified.** The individuals writing the letters may sign them for verification purposes. Their names will be removed prior to sending the letters to the Committee members. **THE SIGNATURE/TITLE AREA IS THE ONLY AREA** where identifying information is allowed. **(Points will be deducted in scoring)** The individual Recommendation Forms detail all information that is needed for each category and directly correspond to the Awards Scoring Sheets. (It is very important that all requested information be furnished, because that is what the Awards Committee uses to select the winners.) The Recommendation forms are available on the website or from the Membership/Nominations Trustee. **All nomination forms must be postmarked no later than March 01, 2016.** Failure to meet these requirements disqualifies the nominee.

The nominator's of all **winners** will be notified by **March 25, 2016** Non-winners will not be notified.

The Completed Nomination Packet should include:

1. Nomination Form;
2. Recommendation Form, completed by the nominator; and

3. Two (2) letters of recommendation from Professional colleagues (professional colleagues, administrator or colleague at Administrator's facility for the Administrator nominee)

Note: Numbers (2) and (3) above **SHOULD NOT** include ANY identifying information (name, facility, state, association names, etc.) other than the author's signature/title at the close of the letter. **(Points will be deducted in scoring)**

Please call or email the Membership/Nominations Trustee if there are any questions concerning the awards process or if you need clarification on what to send.

ACTIVITY PROFESSIONAL OF THE YEAR –

The Nominee must be a NAAP member, but may be nominated by any staff member of a facility in which the nominee serves in this capacity **OR** may be nominated by his or her state association awards committee providing that the winner is a NAAP member. Board members are not eligible to participate in this awards process. Letters of recommendation should include the following: job experience; in-services or workshops presented; quality assurance projects; special skills, creativity, projects, etc.; number of years in the profession; education; any certifications; contributions to NAAP; office/committee positions held for any Professional organization; associations/memberships to other affiliations; number of years as a NAAP member; any other Professional awards received throughout career; and any outstanding accomplishments in the field of activities.

ACTIVITY ASSISTANT OF THE YEAR –

The Nominee must be the employee of a NAAP member and nominated by that individual. The Nominee does not have to be a NAAP member at the time of nomination, but is expected to hold membership in some Professional Activity group in their area. Letters of recommendation should include the following: job experience; special skills, creativity, projects; number of years in the profession; education and recent continuing education; any certifications; member of and contributions to a Professional activity group in his or her area; office/committee positions held for any Professional organization; associations/memberships to other related affiliations; any other Professional awards received throughout career; and examples of ways they have enhanced the quality of life for residents, successful activity programs, and successful low level programs.

VOLUNTEER OF THE YEAR & JUNIOR VOLUNTEER OF THE YEAR –

The Nominee must serve under the auspices of a NAAP member and be nominated by the NAAP member. The Junior Volunteer category is for volunteers under the age of 18 at the time of nomination. Letters of recommendation should include: number of years of volunteer service; uniqueness of service; outstanding qualities of volunteer; demonstrated commitment to volunteerism; any other Volunteer awards received and examples of activity-oriented volunteer service.

ADMINISTRATOR OF THE YEAR –

A NAAP member working in the Activity Department of the Administrator's facility must nominate the Nominee. Letters of recommendation should include: number of years in the profession; job experience; special skills, creativity, projects; any other Professional awards received throughout career; demonstrated support to the field of activities; and demonstrated support of Activity Professional's Associations, continuing education and professionalism.

BUSINESS AFFILIATE AWARD OF EXCELLENCE –

Organization/Business that provides continued service to NAAP and the Activity Profession throughout the year. Any active NAAP Member, including Board Members, can nominate the Organization/Business. The Organization/Business nominated will be reviewed by the Board according to the criteria. This is the only other award voted on by the NAAP Board, except for the Trustee's Award of Excellence. All others will be reviewed and voted on by the Awards Committee. Letters of recommendation should include service/contributions to NAAP; service/contributions to the activity profession; promotion of the field of activities and support of NAAP.

Send Nomination(s) to:

Jackie Laskee, ADC
NAAP Public Relations Trustee
7504 Westport Road
Louisville, KY 40222
502-736-7809
JackieL@echky.org

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